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January 1984

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CONFIDENTIAL

DINING ROOM EVENTS
CHECKLIST

Time/Date of Event: ~~1200~~ 1145 - Tuesday, 31 January 1984

Event: Breakfast ____ Luncheon XX Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI XX DDCI ____ ExDir ____ Other ____

In Honor Of: DDA Office Directors

Total Number of Attendees: 12

Sponsoring Component: ____ Charge To: Each employee

25X1 Contact: [redacted] Ext: [redacted] Room ____

Date Reservation Made: 1/25/84 By: BLP
PB Officer

25X1 EDR and [redacted] advised: 1/26/84
Date

Place Cards:
Ordered ____ Received ____ To EDR ____
Date Date Date

Menu:
Prepared 1/26/84 Distributed To: EDR, DDA, DCI 1/26
Date

Cocktails ____

Menu ____ Price ____

NOTE: This luncheon cancels out one previously scheduled for the DDO to host
25X1 [redacted] visitors at 1200 on the same day in the DCI D.R.

Checked 1/26

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DINING ROOM EVENTS

CONFIDENTIAL

TIME/DAY/DATE: ~~1200~~ 1145 - Tuesday, 31 January 1984

BREAKFAST _____ LUNCHEON XX DINNER _____

HOST: DCI XX DDCI _____ EX DIR _____ OTHER: _____

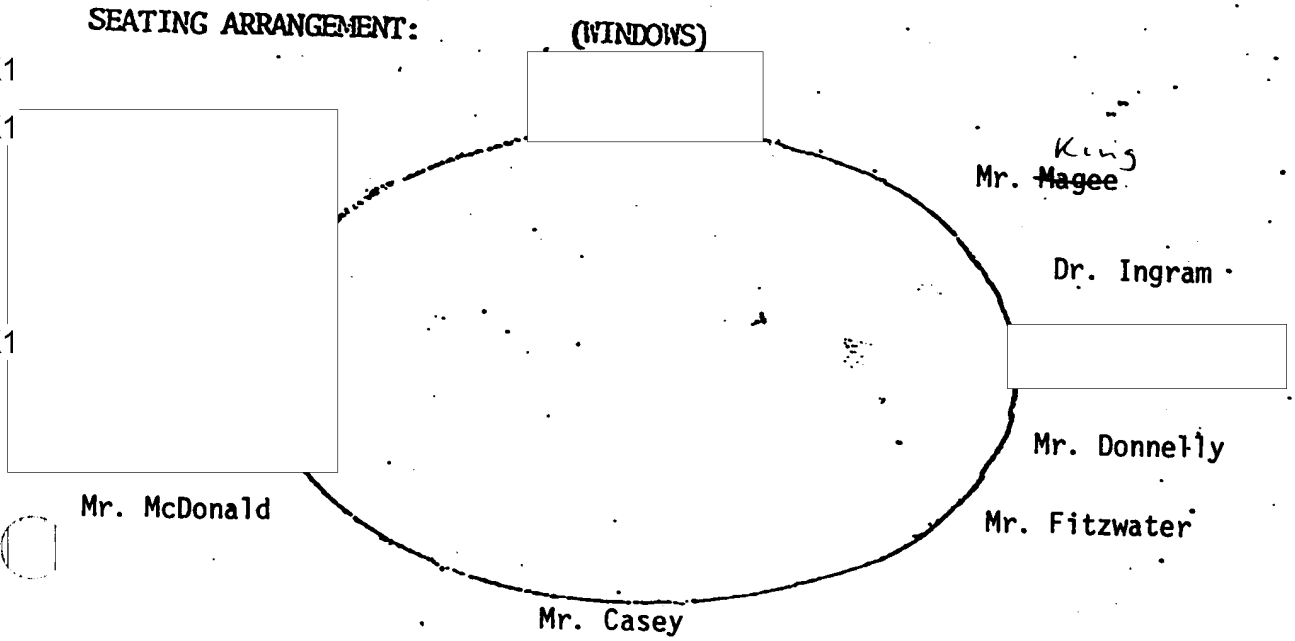
PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. Casey
Mr. Harry E. Fitzwater
Mr. James H. McDonald
Mr. William F. Donnelly
25X1 [redacted]
Mr. Daniel C. King
Dr. Robert A. Ingram
25X1 Mr. Robert W. Magee [redacted]

TOTAL: 12

MENU: Tomato Juice
London Broil
Carrots
Tossed Green Salad with Choice of Dressing
Iced Tea with Meal
Coffee
Sherbet

SEATING ARRANGEMENT:



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BLP

DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 0800 - Monday, 30 January 1984

Event: Breakfast XX Luncheon ____ Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI XX DDCI ____ ExDir ____ Other ____

In Honor Of: News Media Representatives

Total Number of Attendees: 9

Sponsoring Component: OPA Charge To: 40998

STAT Contact: [redacted] Ext: 7676 Room ____

Date Reservation Made: 1/25/84 By: BLP
PB Officer

STAT EDR and [redacted] advised: 1/26/84
Date

Place Cards:
Ordered 1/26/84 Received ____ To EDR ____
Date Date Date

Menu:
Prepared 1/26 Distributed To: EDR, DCI, PAO
Date

Cocktails ____

Menu ____ Price ____

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DINING ROOM EVENTS

TIME/DAY/DATE: 0800 - Monday, 30 January 1984

BREAKFAST XX LUNCHEON _____ DINNER _____

HOST: DCI XX DDCI _____ EX DIR _____ OTHER: _____

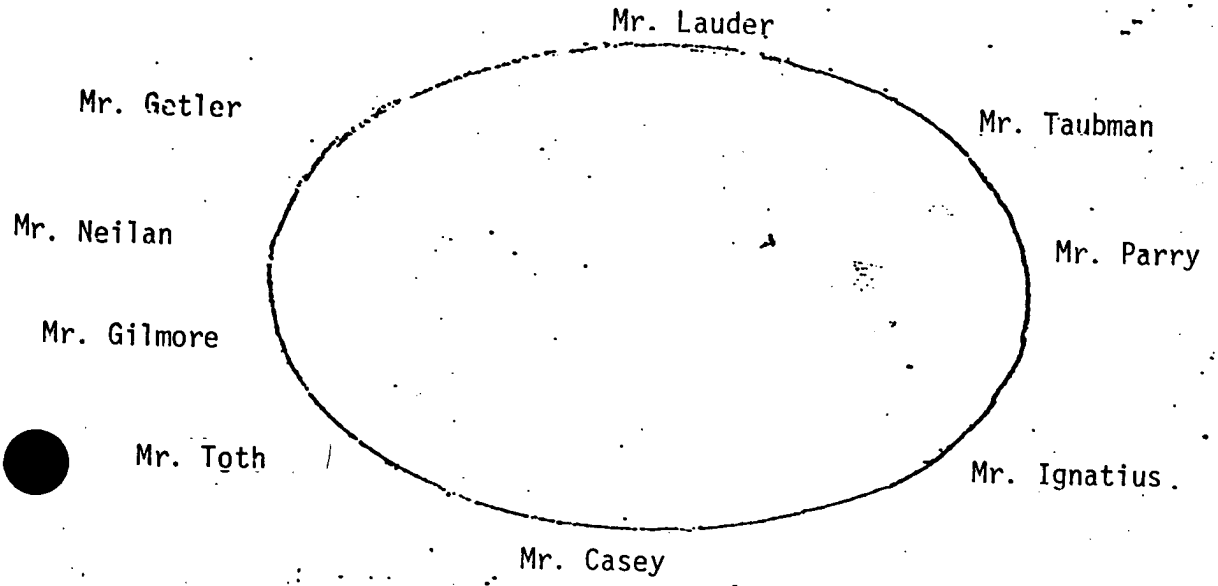
PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. Casey, host
Mr. Michael Getler, Washington Post
Mr. David Ignatius, Wall Street Journal
Mr. Philip Taubman, New York Times
Mr. Robert Parry, Associated Press
Mr. Daniel Gilmore, United Press International
Mr. Robert Toth, Los Angeles Times
Mr. Edward Neilan, Washington Times
Mr. George Lauder

TOTAL: 9

MENU: To Be Selected at the Table

SEATING ARRANGEMENT:



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MEMORANDUM OF CALL Previous editions usable

TO: BLP

STAT

YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

OF (Organ [redacted]

☐ PLEASE PHONE ▶ ☐ FTS ☐ AUTOVON

X7676

☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU

☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

Mr. George Lauder
Mr. Casey are
the only agency
people

STAT

RECEIVED BY [redacted] DATE 1/25 TIME 2:58

63-110 NSN 7540-00-634-4018 ☆ U.S. G.P.O. 1983-381-529/231

STANDARD FORM 63 (Rev. 8-81)
Prescribed by GSA
FPMR (41 CFR) 101—11.6

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STAT

25 January 1984

STAT

MEMORANDUM FOR:

FROM : Public Affairs Office

SUBJECT : Breakfast for Media

The following reporters will attend the DCI breakfast at 0800 hours on 30 January:

Michael Getler	WASHINGTON POST
David Ignatius	WALL STREET JOURNAL
Philip Taubman	NEW YORK TIMES
Robert Parry	ASSOCIATE PRESS
Daniel Gilmore	UNITED PRESS INTERNATIONAL
Robert Toth	LOS ANGELES TIMES
Edward Neilan	WASHINGTON TIMES

Do you need PAO help on any arrangements?

STAT

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DINING ROOM EVENTS
CHECKLIST

Time/Date of Event: 1230 - Monday, 30 January 1984

Event: Breakfast ____ Luncheon XX Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI XX DDCI ____ ExDir ____ Other ____

In Honor Of: Washington Post Visitors

Total Number of Attendees: 4

Sponsoring Component: DCI Charge To: 45005

STAT Contact: [redacted] Ex [redacted] Room 7D 60

Date Reservation Made: 1/11/84 By: BLP
PB Officer

STAT [redacted] EDR and [redacted] advised: 1/12/84
Date

Place Cards:
Ordered N.A. Received ____ To EDR ____
Date Date Date

Menu:
Prepared 1/25/84 Distributed To: EDR, DCS, PAO 1/26
Date

Cocktails ____

Menu ____ Price ____

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DINING ROOM EVENTS

BLP

TIME/DAY/DATE: 1230 - Monday, 30 January 1984

BREAKFAST _____ LUNCHEON X DINNER _____

HOST: DCI X DDCI _____ EX DIR _____ OTHER: _____

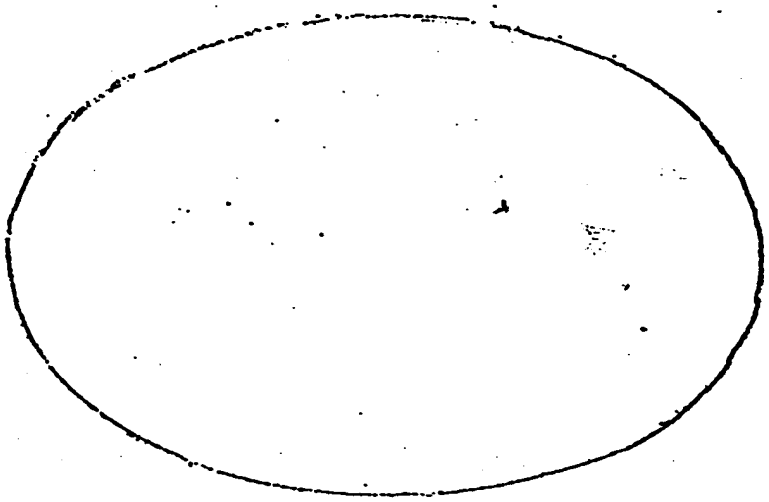
PLACE: DCI D.R. X EDR _____ OTHER: _____

GUEST LIST: Mr. Casey
Mr. Donald Graham, Washington Post
Ms. Meg Greenfield, Washington Post
Mr. George Lauder

TOTAL: 4

MENU: Fruit Cup
Veal Almondine
Zucchini
Tossed Green Salad with Choice of Dressing
Iced Tea with Meal
Coffee/Tea
Vanilla Ice Cream with Chocolate Sauce

SEATING ARRANGEMENT: (WINDOWS)



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DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 1200 - Thursday, 26 January 1984

Event: Breakfast ____ Luncheon XX Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI ____ DDCI ____ ExDir ____ Other Dick Kerr, ADDI

STAT In Honor Of: [redacted] Visitor

Total Number of Attendees: 9

Sponsoring Component: DDI Liaison Charge To: 43208

STAT Contact: [redacted] Ext: [redacted] Room 7G 15 HQS

Date Reservation Made: 1/3/84 By: BLP
PB Officer

STAT EDR and [redacted] advised: 1/3/84
Date

Place Cards:
Ordered ____ Date Received ____ Date To EDR 1/25 Date

Menu:
STAT Prepared 1/19 Date Distributed To: EDR, ADDI [redacted]

Cocktails ____

Menu ____ Price ____

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DINING ROOM EVENTS

BLP

TIME/DAY/DATE: 1200 - Thursday, 26 January 1984

BREAKFAST _____ LUNCHEON XX DINNER _____

HOST: DCI _____ DDCI _____ EX DIR _____ OTHER: Richard Kerr, ADDI

PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. Kerr, host

STAT

Mr. John Stein

STAT

TOTAL: 9

MENU: Tomato Juice
Filet Mignon
Vegetable of the Day
Tossed Salad with Choice of Dressing
Red wine with meal
Coffee/Tea
Fresh Fruit Cup

SEATING ARRANGEMENT: (WINDOWS)

STAT

STAT

Mr. Stein

STAT

STAT

Mr. Kerr

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STAT

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TRANSMITTAL SLIP | DATE 4 Januar 1984

TO: Protocol Branch

ROOM NO.	BUILDING
7E31	Hqs

REMARKS:

FROM: C/ILS

ROOM NO.	BUILDING	EXTENSION
7G50	Hqs	

FORM NO. 1 FEB 55 **241** REPLACES FORM 36-8 WHICH MAY BE USED. (47)

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DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 1145 - Tuesday, 24 January 1984

Event: Breakfast ____ Luncheon XX Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other

STAT

Host: DCI ____ DDCI ____ ExDir ____ Other [redacted] EPS

In Honor Of: ____

Total Number of Attendees: 11

Sponsoring Component: EPS Charge To: 31286

STAT

Contact: [redacted] Ext: [redacted] Room 2D 32

Date Reservation Made: 1/13/84 By: BLP
PB Officer

STAT

EDR and [redacted] advised: 1/16/84
Date

Place Cards:
Ordered ____ Received ____ To EDR ____
Date Date Date

Menu:
Prepared ____ Distributed To: EDR 1/19
Date

Cocktails 11/5

Menu ____ Price ____

Menu will be forthcoming

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LUNCHEON FOR

STAT [redacted]

HOSTED

by

STAT [redacted]

Tuesday, 24 January 1984

11:45 - 12:15	Cocktails
12:15	Lunch

MENU

Chicken Cordon Bleu
Oven Browned Potatoes
Broccoli or Green Beans
Salad
Ice Cream
Coffee, Tea

Number of Guests: 11
No Place Cards
STAT Charge: [redacted]
31286 Account No.

STAT Contact: [redacted]

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BLP

TIME/DAY/DATE: Tuesday, 24 January 1984 (1145-1215 Cocktails; lunch 1215)

STAT

BREAKFAST _____ LUNCHEON XX DINNER _____

HOST: DCI _____ DDCI _____ EX DIR _____ OTHER: [redacted]

PLACE: DCI D.R. XX EDR _____ OTHER: _____

STAT

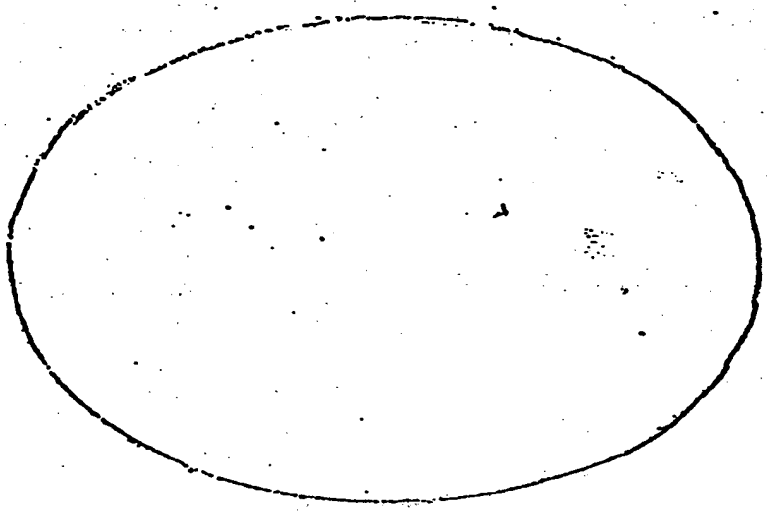
GUEST LIST: [redacted] and staff

NO PLACE CARDS; NO SPECIAL SEATING PLAN

TOTAL: 11

MENU: Cocktails
Chicken Cordon Bleu
Oven-browned potatoes
Broccoli or Green Beans
Salad
Coffee/Tea
Ice Cream

SEATING ARRANGEMENT: (WINDOWS)



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CONFIDENTIAL

January

DINING ROOM EVENTS
CHECKLIST

Time/Date of Event: 1200 -- Monday, 23 January 1984

Event: Breakfast ____ Luncheon XX Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI ____ DDCI XX ExDir ____ Other ____

25X1 In Honor Of: [redacted] Visitor – [redacted]

Total Number of Attendees: 8-10

Sponsoring Component: C/EUR Charge To: 42002

25X1 Contact: Nancy Ext: [redacted] Room 4B4405

Date Reservation Made: 30ct83 By: MEE
PB Officer

25X1 EDR and [redacted] advised: 30ct83 + Karen + Nancy
Date

Place Cards:
Ordered ____ Received ____ To EDR 1/23
Date Date Date

Menu:
Prepared ____ Distributed To: ____
Date

Cocktails ____

Menu ____ Price ____

Cheese table

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DINING ROOM EVENTS

TIME/DAY/DATE: 1200 - Monday, 23 January 1984

BREAKFAST _____ LUNCHEON XX DINNER _____

HOST: DCI _____ DDCI XX EX DIR _____ OTHER: _____

PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. McMahon, host

25X1

[redacted]

TOTAL: 12

MENU: Fresh Fruit Cup
Filet Mignon
Carrots
Tossed Green Salad with Vinaigrette Dressing
Red Wine With Meal
Coffee
Sherbet

SEATING ARRANGEMENT: (WINDOWS)

25X1

[redacted]

Mr. McMahon

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TIME/DAY/DATE: 1200 - Monday, 23 January 1984

BREAKFAST _____ LUNCHEON XX DINNER _____

HOST: DCI _____ DDCI XX EX DIR _____ OTHER: _____

PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. McMahon, host

25X1 [redacted]

TOTAL: 12

MENU: Fresh Fruit Cup
Filet Mignon
Carrots
Tossed Green Salad with Vinaigrette Dressing
Red Wine With Meal
Coffee
Sherbet

SEATING ARRANGEMENT: (WINDOWS)

25X1 [redacted]

Mr. McMahon

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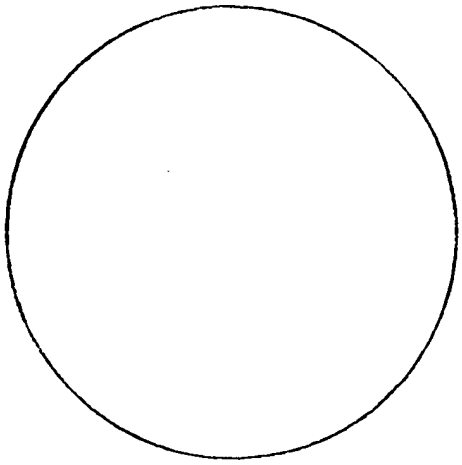
Suggested Menu: (Not necessary if DCI is the host)

Suggested Seating Arrangement:

(WINDOWS)



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Suggested Menu: (Not necessary if DCI is the host)

See file held in Protocol
per conversation with Barbara
on 12 Oct 83

Suggested Seating Arrangement:

STAT

(WINDOWS)

DDCI

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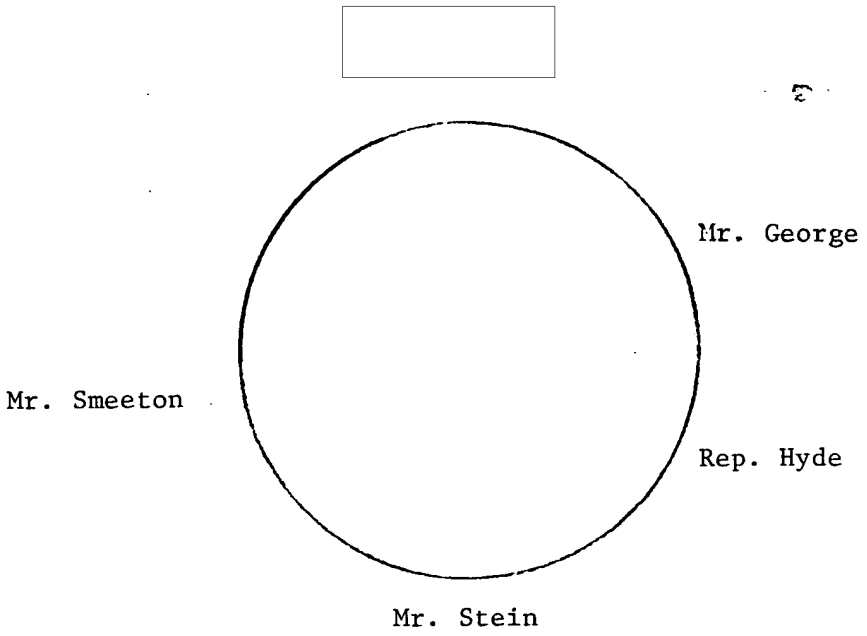
Suggested Menu: (Not necessary if DCI is the host)

Suggested Seating Arrangement:

(WINDOWS)

STAT



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DINING ROOM EVENTS

TIME/DAY/DATE: 0800 - Monday, 23 January 1984

BREAKFAST XX LUNCHEON _____ DINNER _____

HOST: DCI _____ DDCI _____ EX DIR _____ OTHER: John Stein, DDO

PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. John Stein, host
Representative Henry Hyde, guest
Mr. Thomas Smeeton, guest
Mr. Clair George

STAT

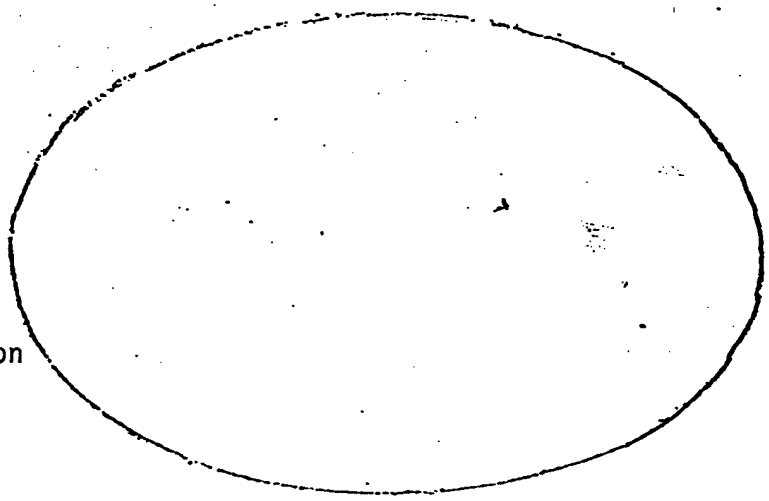
TOTAL: 5

MENU: To Be Selected at the Table

Use Small Table

SEATING ARRANGEMENT: (WINDOWS)

STAT



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DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 0800 - Monday, 23 January 1984

Event: Breakfast XX Luncheon _____ Dinner _____ Other _____

Place: DCI D.R. XX Executive Dining Room _____ Other _____

Host: DCI _____ DDCI _____ ExDir _____ Other John Stein, DDO

In Honor Of: Congressman Hyde

Total Number of Attendees: 5

Sponsoring Component: OLL Charge To: 40998

Contact: Joyce Ext: _____ Room _____

Date Reservation Made: 1/17/84 By: BLP
PB Officer

STAT EDR and [redacted] advised: 1/17/84
Date

Place Cards:
Ordered _____ Received From OLL To EDR _____
Date Date Date

Menu:
Prepared _____ Distributed To: _____
Date

Cocktails _____

Menu _____ Price _____

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DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 0745 - Friday, 20 January 1984

Event: Breakfast XX Luncheon ____ Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI XX DDCI ____ ExDir ____ Other ____

In Honor Of: Deputy Secretary of Defense-Designate and SecDef

Total Number of Attendees: 4

Sponsoring Component: DCI Charge To: 45005

STAT Contact: [redacted] Room 7D 60

Date Reservation Made: 1/16/84 By: BLP
PB Officer

STAT EDR and [redacted] advised: 1/16/84
Date

Place Cards:
Ordered N.A. Received ____ To EDR ____
Date Date Date

Menu:
Prepared See Below Distributed To: ____
Date

Cocktails ____

Menu ____ Price ____

Menu to be Selected at the Table.

USE SMALL TABLE; NO PLACE CARDS

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DINING ROOM EVENTS

TIME/DAY/DATE: 0745 - Friday, 20 January 1984

BREAKFAST XX LUNCHEON _____ DINNER _____

HOST: DCI XX DDCI _____ EX DIR _____ OTHER: _____

PLACE: DCI D.R. XX EDR _____ OTHER: _____

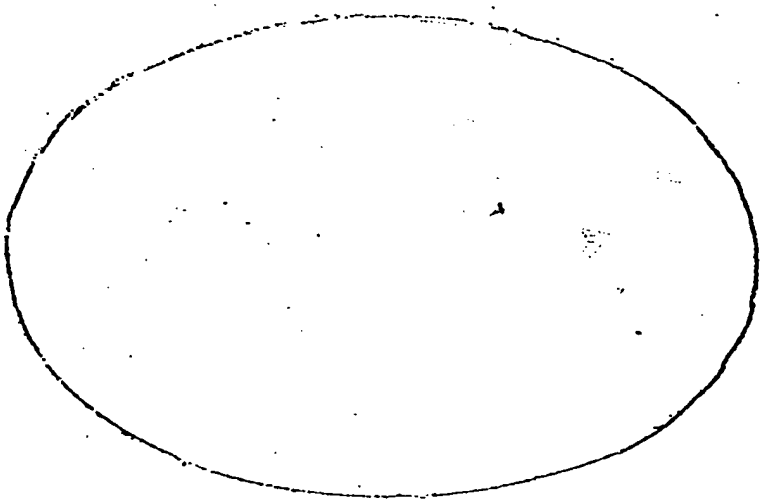
GUEST LIST: Mr. Casey
The Secretary of Defense
The Deputy Secretary of Defense-Designate (Mr. Taft)
Mr. McMahon

TOTAL: 4

MENU: To Be Selected at the Table

No place cards; Use small table

SEATING ARRANGEMENT: (WINDOWS)



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DINING ROOM EVENTS
CHECKLIST

Time/Date of Event: 1200 - Thursday, 19 January 1984

Event: Breakfast ____ Luncheon XX Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI ____ DDCI ____ ExDir ____ Other John H. Stein, DDO

25X1 In Honor Of: [redacted] Visitor

Total Number of Attendees: 6-8

25X1 Sponsoring Component: DDO/EUR [redacted] Charge To: 42002

25X1 Contact: [redacted] Ex [redacted] Room ____

Date Reservation Made: 1/3/84 By: BLP
PB Officer

25X1 EDR and [redacted] advised: 1/3/84
Date

Place Cards:
Ordered ____ Date Received 1/16 Date To EDR ____ Date

Menu:
Prepared 1/16 Date Distributed To: EDR DDO C/EUR 1/16

Cocktails ____

Menu ____ Price ____

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CONFIDENTIAL

TIME/DAY/DATE: 1200 - Thursday, 19 January 1984

BREAKFAST _____ LUNCHEON XX DINNER _____

HOST: DCI _____ DDCI _____ EX DIR _____ OTHER: John Stein, DDO

PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. Stein, host

25X1

[redacted]

TOTAL: 8

MENU: Cocktails
Shrimp Cocktail
Delmonico Steak
Broccoli with lemon/butter sauce
Tossed Salad with Choice of Dressing
Coffee
Sherbet

SEATING ARRANGEMENT: (WINDOWS)

25X1

[redacted]

Mr. Stein

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ROUTING AND TRANSMITTAL SLIP

Date: 12 Jan 84

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1.		
2. E/BC Jan		14/1/84
3. D-C/EURA nancy	✓	
4. Protocol		
5.		

	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

Please return soonest

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO : 1981 O - 361-529 (148)

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STAT
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Suggested Menu: (Not necessary if DCI is the host)

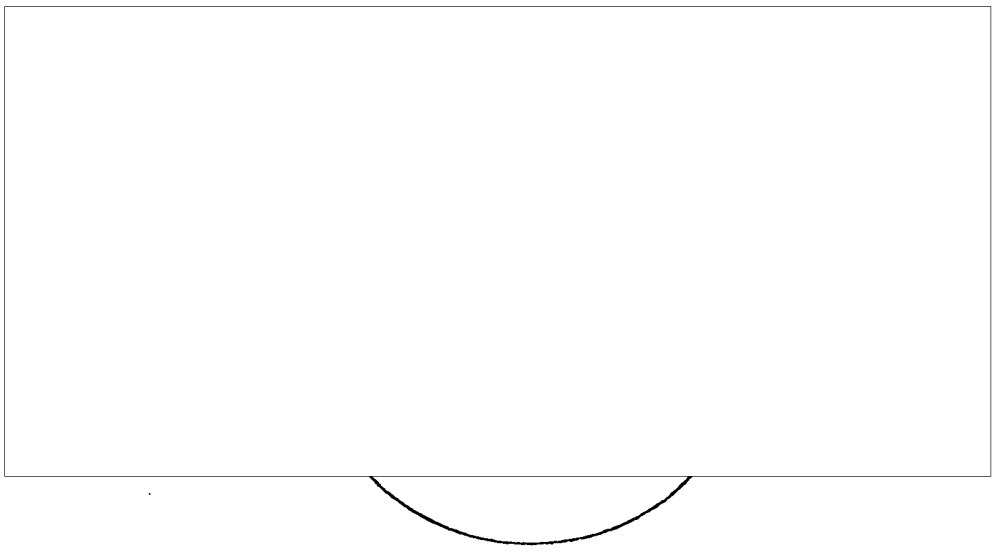
Cocktails/wine

Shrimp cocktail
Delmonico Steaks
Broccoli with lemon butter sauce
Tossed Salad
Sherbet
Coffee

Suggested Seating Arrangement:

(WINDOWS)

STAT



Stein

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SECRET

DINING ROOM EVENTS
CHECKLIST

Time/Date of Event: 1200 - Tuesday, 17 January 1984

Event: Breakfast ____ Luncheon XX Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI XX DDCI ____ ExDir ____ Other ____

25X1 In Honor Of [redacted] Visitors

Total Number of Attendees: 8

Sponsoring Component: AF/DDO Charge To: 34298

25X1 Contact: Linda Ext [redacted] Room 3C 43 HQS

Date Reservation Made: 12/15/83 By: BLP
PB Officer

25X1 EDR and [redacted] advised: 12/19/83
Date

Place Cards:
Ordered ____ Date Received 1/13 Date To EDR ____ Date

Menu:
Prepared 1/13/84 Date Distributed To: EDR, DCI, AF

Cocktails ____

Menu ____ Price ____

Table cleared 1/17

SECRET

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25X1
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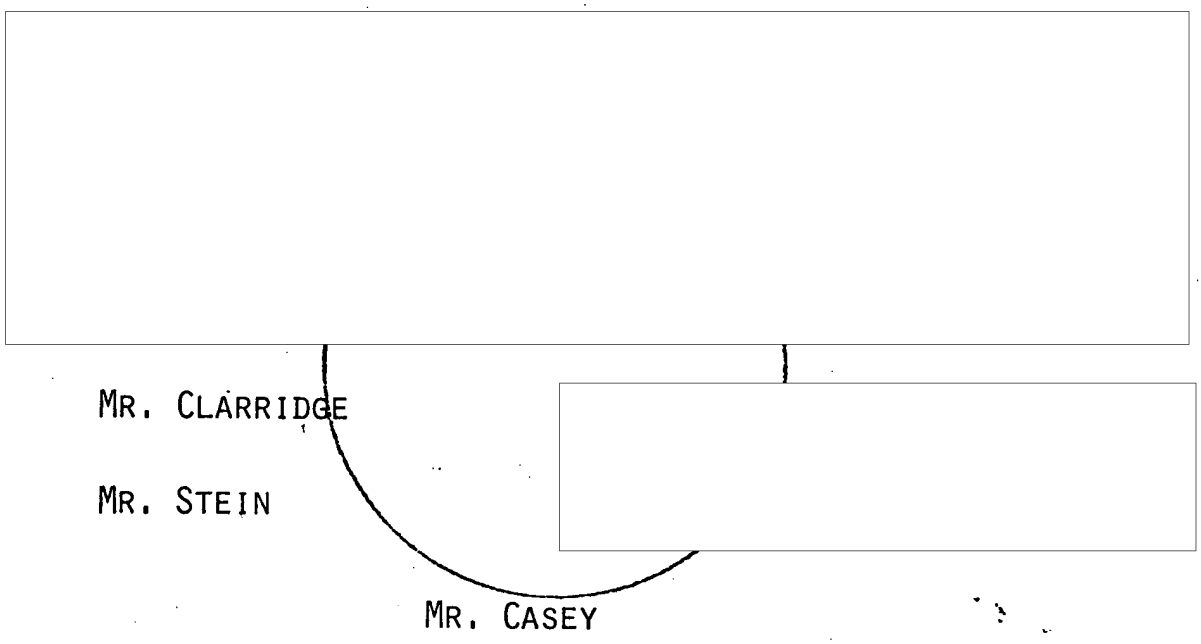
Suggested Menu: (Not necessary if DCI is the host)

Suggested Seating Arrangement:



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TIME/DAY/DATE: 1200 - Tuesday, 17 January 1984

BREAKFAST _____ LUNCHEON XX DINNER _____

HOST: DCI XX DDCI _____ EX DIR _____ OTHER: _____

PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. Casey, host

25X1 [redacted]

Mr. John Stein

25X1 [redacted]

Mr. Duane Clarridge

25X1 [redacted]

TOTAL: 8

MENU: Tomato Juice
Sauteed Scallops
Broccoli
Tossed Green Salad with Oil & Vinegar Dressing
White Wine with Meal
Coffee
Vanilla Ice Cream with Creme de Menthe Sauce

SEATING ARRANGEMENT: (WINDOWS)

25X1 [redacted]

25X1 [redacted]

[redacted]

Mr. Clarridge

25X1 [redacted]

Mr. Stein

Mr. Casey

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25X1
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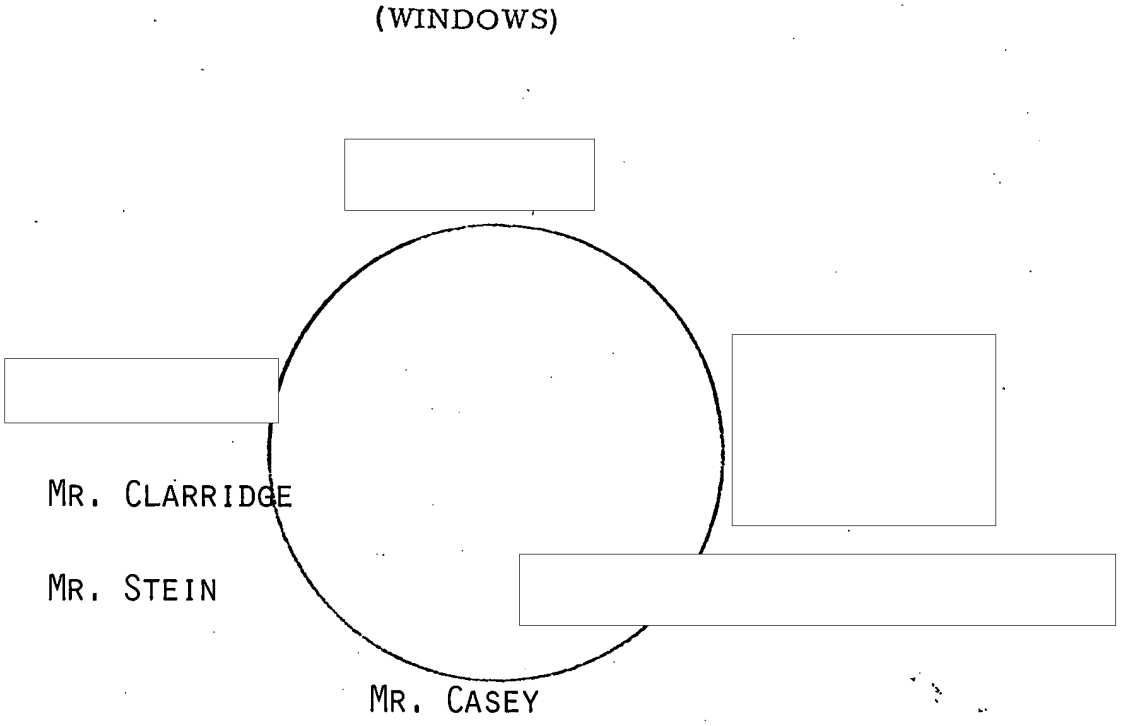
Suggested Menu: (Not necessary if DCI is the host)

Suggested Seating Arrangement:



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25X1

MEMORANDUM FOR: [redacted]

NOTE IN CONNECTION WITH THE DCI LUNCHEON FOR THE FINNISH VISITOR ON MONDAY, 16 JANUARY:

25X1

THE [redacted] GUEST, [redacted] WOULD LIKE MILK WITH HIS LUNCHEON. PLEASE HAVE A GLASS OF MILK AT HIS PLACE. A WINE GLASS SHOULD BE AT HIS PLACE ALSO--JUST IN CASE HE SHOULD WISH TO HAVE SOME WINE ALSO.

25X1

[redacted]

Give to the Chief, [illegible]
1/10/84
Date

FORM 5-75 101 USE PREVIOUS EDITIONS

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CONFIDENTIAL

January

DINING ROOM EVENTS
CHECKLIST

Time/Date of Event: 1200 -- Monday, 16 January 1984

Event: Breakfast ____ Luncheon XX Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI XX DDCI ____ ExDir ____ Other ____

25X1 In Honor Of: [redacted] Visitor

Total Number of Attendees: 8-10

Sponsoring Component: C/EUR Charge To: 42002

25X1 Contact: Nancy Ext: [redacted] Room 4B4405

Date Reservation Made: 30Oct83 By: MEE
PB Officer

25X1 EDR and [redacted] advised: 30Oct83 + Betty & Nancy
Date

Place Cards:
Ordered 1/9 or 1/10 Received ____ To EDR ____
Date Date Date

25X1 Menu:
Prepared 1/9/84 ☆ Distributed To: EDR [redacted]
Date DCI, DDO, C/EUR 1/9

Cocktails ____

Menu ____ Price ____

Revised menu to EDR 1/13/84

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DINING ROOM LUNCH

~~SECRET~~ CONFIDENTIAL

REVISED MENU

TIME/DAY/DATE: 1200 - Monday, 16 January 1984

BREAKFAST _____ LUNCHEON XX DINNER _____

HOST: DCI XX DDCI _____ EX DIR _____ OTHER: _____

PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. Casey

25X1 [redacted]

Mr. John Stein

25X1 [redacted]

TOTAL: 8

MENU:
Fresh Fruit Cup
Basked Chicken Breast
String Beans
Tossed Green Salad with Oil & Vinegar Dressing
White Wine with Meal ☆ Mike for
Coffee
Sherbet

25X1 [redacted]

SEATING ARRANGEMENT: (WINDOWS)

25X1 [redacted]

25X1 [redacted]

Mr. Stein

Mr. Casey

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Protocol

7E31

Barbara

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25X1
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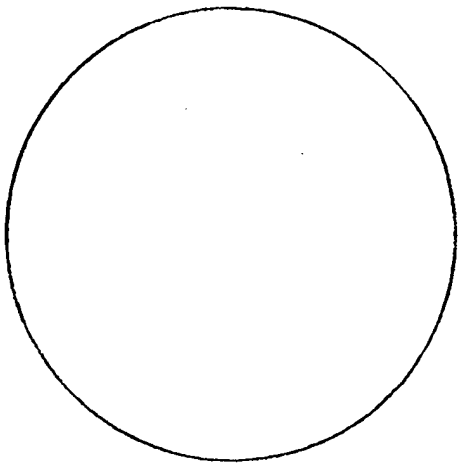
Suggested Menu: (Not necessary if DCI is the host)

Suggested Seating Arrangement:

(WINDOWS)



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DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 1230 - Friday, 13 January 1984

Event: Breakfast ____ Luncheon XX Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI ____ DDCI ____ ExDir ____ Other Clair George, D/OLL

In Honor Of: ~~American Bar Association guests~~

Total Number of Attendees: 7-8

Sponsoring Component: OLL Charge To: 40998

STAT Contact: [redacted] Room ____

Date Reservation Made: 1/13/84 By: BLP
PB Officer

STAT EDR and [redacted] advised: 1/13/84
Date

Place Cards:
Ordered Provided by OLL Received ____ To EDR ____
Date Date Date

Menu:
Prepared ____ Distributed To: ____
Date

Cocktails ____

Menu ____ Price ____

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TIME/DAY/DATE: 1230 - Friday, 13 January 1984

BREAKFAST _____ LUNCHEON XX DINNER _____

HOST: DCI _____ DDCI _____ EX DIR _____ OTHER: Clair George

PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. Clair George, host

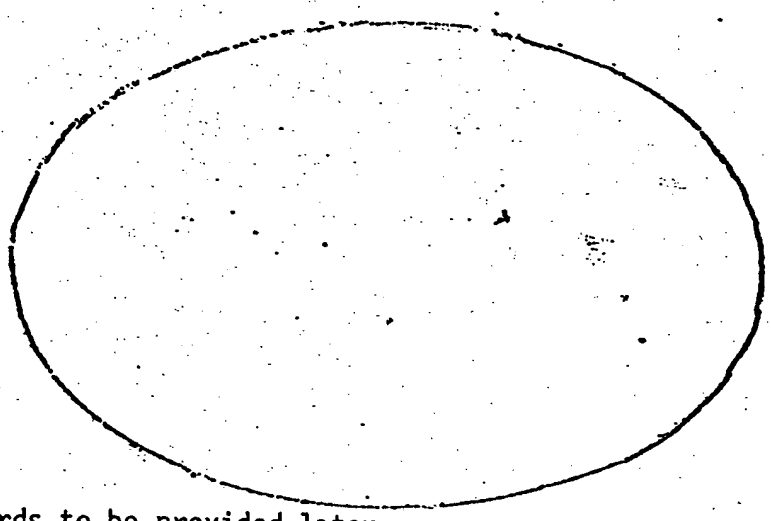
STAT

(Tentative) Mr. Stanley Sporkin

TOTAL: 7-8

MENU: Cocktails
Tomato Juice
Filet
Broccoli
Tossed Salad with Oil and Vinegar Dressing
Red Wine with Meal
Coffee
Sherbet

SEATING ARRANGEMENT: (WINDOWS)



Seating and place cards to be provided later

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40998

9 January 1984

Drinks
wine will launch
Red wine w/lunch

MEMORANDUM FOR: Headquarters Security Duty Office
Headquarters Reception

STAT

STAT FROM: [redacted]
O/DD/OLL

SUBJECT: Gate Clearance and VIP Parking

[redacted]

Date/Time/Place of Meeting: Friday, 13 January 84, 12:30 p.m., 7D43 HQS

STAT Name of Visitor(s) & Titl[redacted]

Bar Association Members

STAT [redacted] Deputy Director, Office of Legislative Liaison

Meeting With: Clair George

STAT Please call me on extension [redacted] when the visitor(s) arrives for escorting. Thank you for your assistance.

STAT [redacted]

STAT [redacted]

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DINING ROOM EVENTS
CHECKLIST

Time/Date of Event: 0730 - Thursday, 12 January 1984

Event: Breakfast XX Luncheon ____ Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI ____ DDCI XX ExDir ____ Other ____

In Honor Of: ____

Total Number of Attendees: 5

Sponsoring Component: D/IC Staff Charge To: 45005

STAT Contact: [redacted] Ext [redacted] Room ____

STAT Date Reservation Made: 1/9/84 By: BLP
PB Officer

STAT EDR and [redacted] advised: 1/9/84
Date

Place Cards:
Ordered 1/10/84 Received ____ To EDR ____
Date Date Date

Menu:
Prepared ____ Distributed To: ____
Date

Cocktails ____

Menu ____ Price ____

STAT Guests:

Mr. McMahon
[redacted]
General Williams
General Faurer
[redacted]

STAT

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TIME/DAY/DATE: 0730 - Thursday, 12 January 1984

BREAKFAST XX LUNCHEON _____ DINNER _____

HOST: DCI _____ DDCI XX EX DIR _____ OTHER: _____

PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. McMahon
General Williams
General Faurer
STAT [redacted]

TOTAL: 5

MENU: To Be Selected at Table
Use SmallTable

SEATING ARRANGEMENT: (WINDOWS)

STAT [redacted]

General Faurer

STAT General Williams

[redacted]

Mr. McMahon

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DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 0800 - Wednesday, 11 January 1984

Event: Breakfast XX Luncheon ____ Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI XX DDCI ____ ExDir ____ Other ____

In Honor Of: Washington Post Guests

Total Number of Attendees: 8

Sponsoring Component: OLL Charge To: 40998

STAT Contact: [redacted] Room 7D 43

Date Reservation Made: 1/9/84 By: NDL
PB Officer

EDR and Neicha advised: 1/10/84
Date

Place Cards:
Ordered ____ Received From OLL To EDR 1/10/84
Date Date Date

Menu:
Prepared ____ Distributed To: ____
Date

Cocktails ____

Menu ____ Price ____

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TIME/DAY/DATE: 0800 - Wednesday, 11 January 1984

BREAKFAST XX LUNCHEON _____ DINNER _____

HOST: DCI XX DDCI _____ EX DIR _____ OTHER: _____

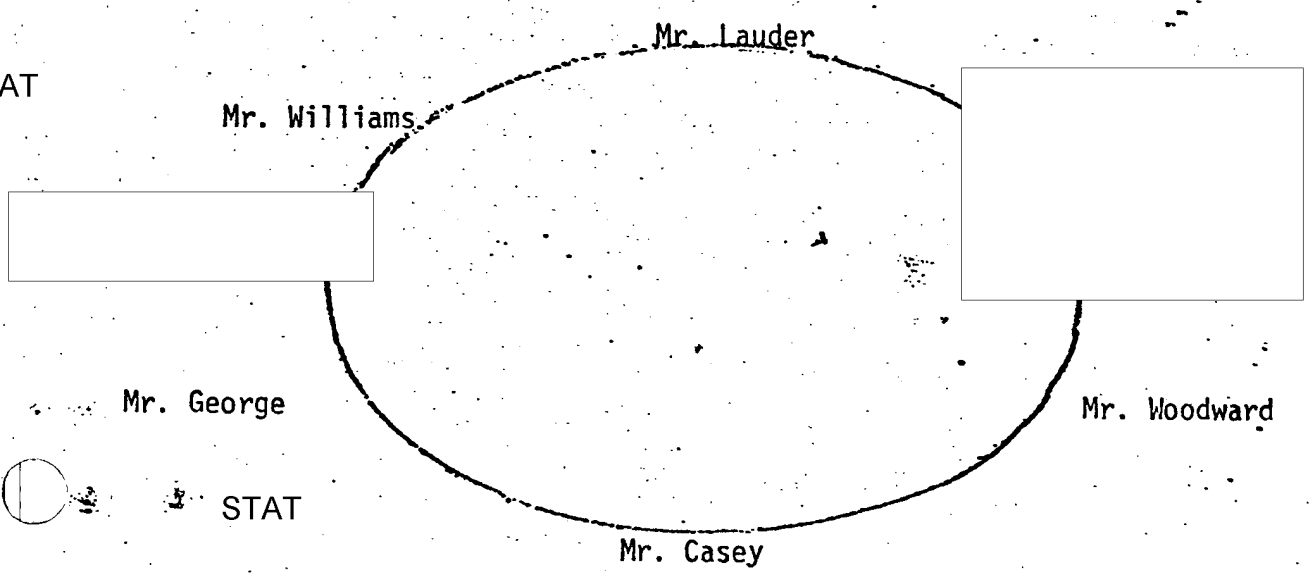
PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. Casey
Mr. Bob Woodward, Washington Post
Mr. Christian Williams, Washington Post
Mr. Clair George
Mr. George Lauder
STAT [redacted]

TOTAL: 8

MENU: To Be Selected at the Table from Menus

SEATING ARRANGEMENT: (WINDOWS)



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DINING ROOM EVENTS

TIME/DAY/DATE: 1245 - Tuesday, 10 January 1984

BREAKFAST _____ LUNCHEON XX DINNER _____

HOST: DCI XX DDCI _____ EX DIR _____ OTHER: _____

PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. Casey

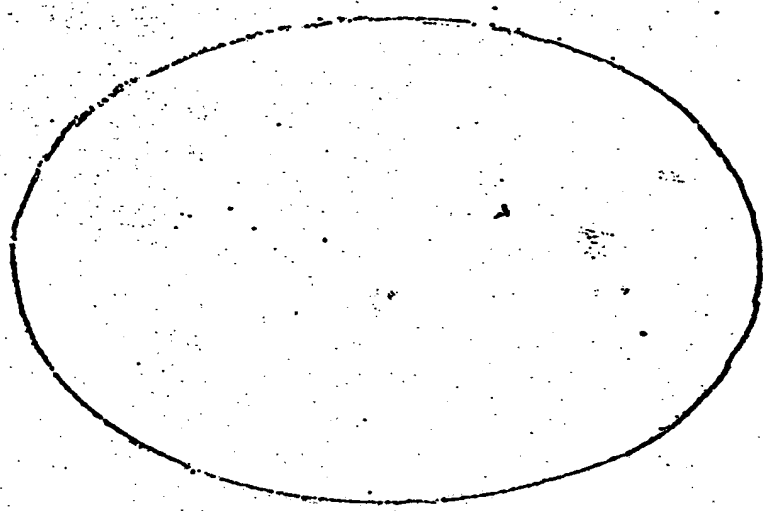
STAT

NO PLACE CARDS. USE SMALL TABLE.

TOTAL: 4

MENU: Tomato Juice
Filet Mignon
Green Beans
Tossed Salad with Oil & Vinegar Dressing
Rose Wine with Meal
Coffee
Sherbet

SEATING ARRANGEMENT: (WINDOWS)



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DINING ROOM EVENTS CHECKLIST

Time/Date of Event: 1200 -- Monday, 9 January 1984

Event: Breakfast ____ Luncheon XX Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI ____ DDCI ____ ExDir ____ Other John H. Stein, DDO

25X1 In Honor Of [redacted] Visitor

Total Number of Attendees: 8-10

Sponsoring Component: C/EUR Charge To: 42002

25X1 Contact: [redacted] Room 4B4405

Date Reservation Made: 16Nov83 By: MEE
PB Officer

EDR and Neicha advised: 17Nov83 + DDO and Nancy
Date

Place Cards:
Ordered fr Nancy 16Nov Received ____ To EDR ____
Date Date Date

Menu:
25X1 Prepared 1/3/84 Distributed To: EDR [redacted] DDO, C/EUR
Date

Cocktails ____

Menu ____ Price ____

Check table

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TIME/DAY/DATE: 1200 - Monday, 9 January 1984

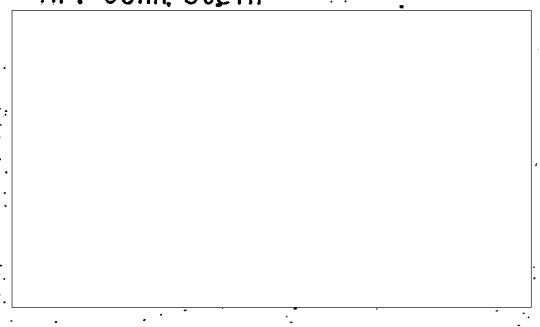
BREAKFAST _____ LUNCHEON XX DINNER _____

HOST: DCI _____ DDCI _____ EX DIR _____ OTHER: John Stein, DDO

PLACE: DCI D.R. XX EDR _____ OTHER: _____

GUEST LIST: Mr. John Stein

25X1



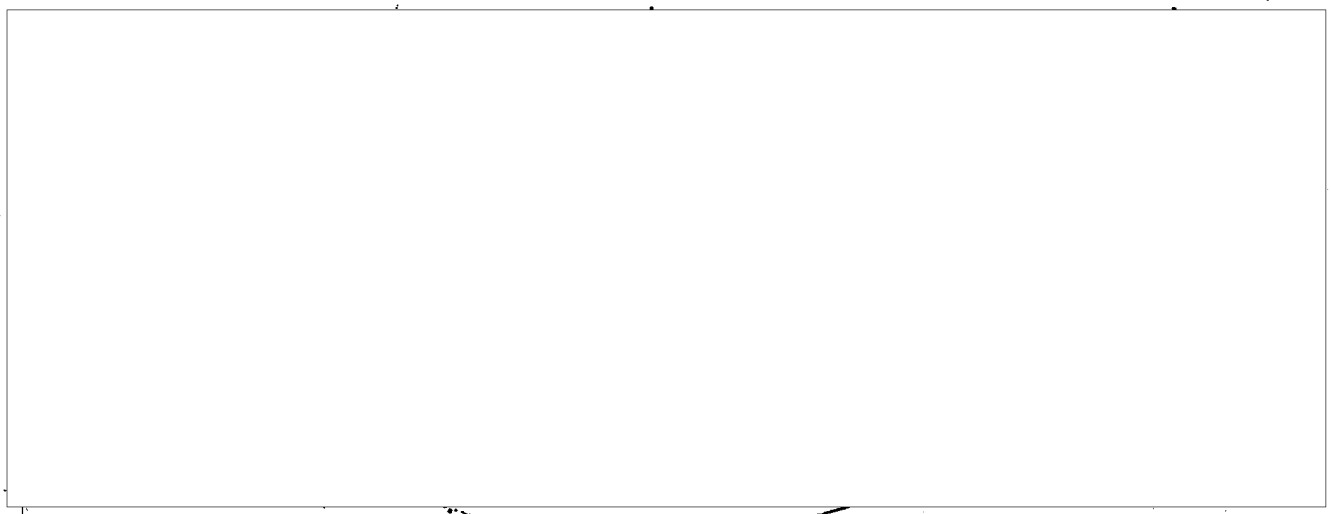
TOTAL: 9

MENU:

Beef Consomme
Roast Beef
Green Peas
Tossed Green Salad with Choice of Dressing
Beaujolais/Mondavi type of red wine
Coffee
Sherbet

SEATING ARRANGEMENT: (WINDOWS)

25X1



Mr. Stein

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Suggested Menu: (Not necessary if DCI is the host)

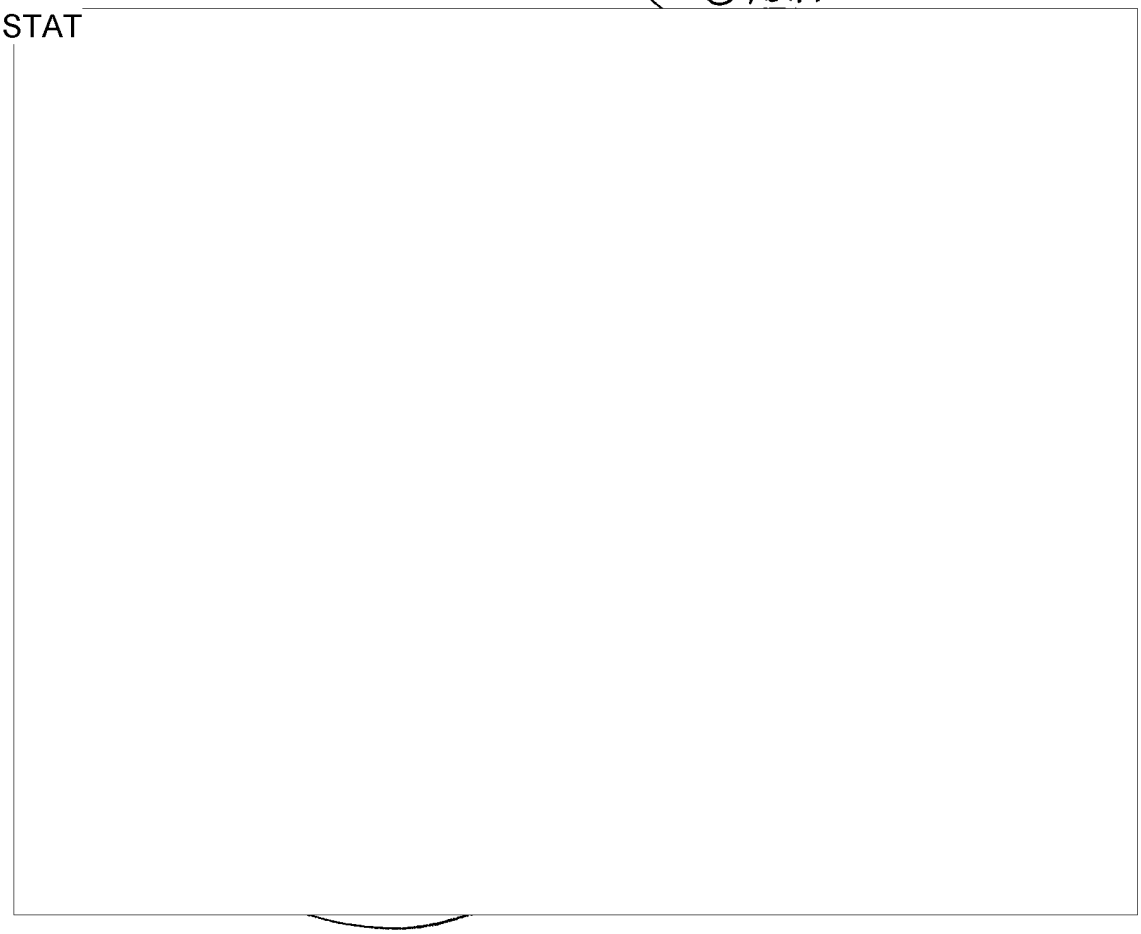
Beef Consommé
Mixed Greens Salad — Beaujolais / Mondavi Type Rich Red Wine
Roast Beef
Baked Potato, Green Peas (Sour Cream for baked potato)
Chocolate Cake
Mints, Coffee

Suggested Seating Arrangement:

(WINDOWS)

Stein

STAT



Stein

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Protocol January

11

DCI DINING ROOM

Special RETIREMENT PARTY

COCKTAIL 5:00-7:00

Date ~~12/24/83~~ Time No. changed to

Place Cards 6 January 1984

Cocktails

Menu Price

Host George Lauder

Charge # 40998 -

STAT

Contact ELSIE 7B-18 Hqs Ext.

STAT

Retiring Guests

Public Affairs

By

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DINING ROOM EVENTS
CHECKLIST

Time/Date of Event: 1200 - Thursday, 5 January 1984

Event: Breakfast ____ Luncheon XX Dinner ____ Other ____

Place: DCI D.R. XX Executive Dining Room ____ Other ____

Host: DCI ____ DDCI ____ ExDir ____ Other Harry Fitzwater, DDA

In Honor Of: Harvey Buffalo, Department of State

Total Number of Attendees: 7

Sponsoring Component: ODDA Charge To: See below

25X1 Contact: [redacted] Room ____

Date Reservation Made: 1/3/84 By: BLP
PB Officer

25X1 EDR and [redacted] advised: 1/3/84
Date

Place Cards:
Ordered N.A. Received ____ To EDR ____
Date Date Date

Menu:
Prepared ____ Distributed To: ____
Date

Cocktails ____

Menu ____ Price ____

Attendees:
Mr. Harry Fitzwater - charge to his account
25X1 Mr. Harvey Buffalo (State) - charge to Mr. Fitzwater's account
[redacted]
Mr. Daniel King - charge to his account
Mr. James McDonald - charge to his account
25X1 [redacted]

Menu to be determined; nothing fancy or special

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DINING ROOM EVENTS
CHECKLIST

Time/Date of Event: 0715 - Wednesday, 4 January 1984

Event: Breakfast XX Luncheon ____ Dinner ____ Other ____

Place: DCI D.R. ____ Executive Dining Room ____ Other O/DDCI

Host: DCI ____ DDCI XX ExDir ____ Other ____

STAT In Honor Of: [redacted]

Total Number of Attendees: 2

Sponsoring Component: O/DDCI Charge To: 45005

STAT Contact: [redacted] Ext: [redacted] Room 7D 60

Date Reservation Made: 12/29/83 By: BLP
PB Officer

STAT EDR and [redacted] advised: 12/29/83 cm to DDCI 12/29
Date

Place Cards:
Ordered N.A. Received ____ To EDR ____
Date Date Date

Menu:
Prepared ____ Distributed To: ____
Date

Cocktails ____

Menu ____ Price ____

NOTE: Menu to be selected at the table, as coffee being served.

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